

*Records-4**Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management and Distribution
Branch

DATE: 24 August 1951

FROM : Acting Chief, Administrative Services

SUBJECT: Records Study in Office of Training

1. As discussed, I am returning the attached report to you for further action. Whereas it is stated that Training requested a study of their files, you will recall that you and I had planned that the matter of records management and all phases would be completed in this particular office. I do not consider the attached a complete study. What has been presented is generally good, and the study should be continued until completed, as we discussed.

Att.



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